

Office of the Secretary

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Description	FY 2003 Actual	FY 2004 Approved	FY 2005 Proposed	% Change from FY 2004
Operating Budget	\$2,570,310	\$2,768,504	\$4,055,031	46.5
FTEs	23.0	27.0	27.0	0.0

The mission of the Office of the Secretary is to provide protocol, ceremonial, legal, community grant funding and public records management services to the Mayor, D.C. government agencies, notaries public, and charitable/nonprofit organizations so that they can better serve the District's statutory, economic/community development, and information needs.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- By FY 2006, 100 percent of legal mandates will be reviewed and prioritized and a staffing plan will be developed. During 2005 and 2006, that prioritized staffing plan will be implemented.
- By FY 2006, 100 percent of Echeated Estates Fund applications will be processed within 60 days or within statutory timeframes, whichever is shorter.
- By FY 2007, 100 percent of agency functions will be reviewed and an information technology/automation and physical storage plan will be developed. In accordance with that plan, the following milestones will be reached:
 - (1) By FY 2007, 10 percent of D.C. agency documents will be stored in accordance with industry standards.
 - (2) By FY 2007, 60 percent of District regu-

lations will be available online.

- (3) Beginning in 2005 and continuing each year through 2008, there will be an overall annual increase of 10 percent in the number/percentage of documents available online.

- By FY 2006, we will establish an Office of International Affairs and develop a plan to delineate its functions, roles/responsibilities, and staffing requirements.
- By FY 2006, we will review service costs and develop a cost analysis for external services to D.C. agencies. By FY 2007, we will develop a cost-reimbursement schedule and a plan for the phased implementation of that schedule that addresses a balanced cost-sharing scheme and that accounts for annual increases in fees charged the Office by the National Archives.

Funding by Source

Table s BA0-1 and 2 show the sources of funding and FTEs by fund type for the Office of the Secretary.

Table BA0-1

FY 2005 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

Appropriated Fund	Actual FY 2002	Actual FY 2003	Approved FY 2004	Proposed FY 2005	Change from FY 2004	Percent Change
Local Fund	2,209	2,168	2,402	3,640	1,238	51.5
Special Purpose Revenue Fund	90	393	366	415	49	13.3
Total for General Fund	2,300	2,561	2,769	4,055	1,287	46.5
Federal Grant	0	5	0	0	0	0.0
Total for Federal Resources	0	5	0	0	0	0.0
Private Grant Fund	0	4	0	0	0	0.0
Total for Private Funds	0	4	0	0	0	0.0
Gross Funds	2,300	2,570	2,769	4,055	1,287	46.5

Table BA0-2

FY 2005 Full-Time Equivalent Employment Levels

Appropriated Fund	Actual FY 2002	Actual FY 2003	Approved FY 2004	Proposed FY 2005	Change from FY 2004	Percent Change
General Fund						
Local Fund	26	22	25	25	0	0.0
Special Purpose Revenue Fund	1	1	2	2	0	0.0
Total for General Fund	27	23	27	27	0	0.0
Total Proposed FTEs	27	23	27	27	0	0.0

Expenditure by Comptroller Source Group

Table BA0-3 shows the FY 2005 proposed budget for the agency at the Comptroller Source Group level (Object Class level).

Table BA0-3

FY 2005 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

Comptroller Source Group	Actual FY 2002	Actual FY 2003	Approved FY 2004	Proposed FY 2005	Change from FY 2004	Percent Change
11 Regular Pay - Cont Full Time	1,314	1,376	1,369	1,525	156	11.4
12 Regular Pay - Other	26	20	86	0	-86	-100.0
13 Additional Gross Pay	36	19	40	0	-40	-100.0
14 Fringe Benefits - Curr Personnel	214	231	221	224	3	1.4
Subtotal Personal Services (PS)	1,590	1,646	1,716	1,749	33	1.9
20 Supplies and Materials	58	27	65	26	-39	-59.7
30 Energy, Comm. And Bldg Rentals	-1	54	22	12	-10	-46.7
31 Telephone, Telegraph, Telegram, Etc	28	28	31	46	15	48.9
32 Rentals - Land And Structures	31	93	125	1,500	1,375	1,100.8
33 Janitorial Services	37	9	8	7	-1	-8.1
34 Security Services	18	0	11	10	-1	-10.7
35 Occupancy Fixed Costs	0	0	0	15	15	100.0
40 Other Services And Charges	323	517	451	374	-76	-16.9
41 Contractual Services - Other	195	166	315	300	-15	-4.7
70 Equipment & Equipment Rental	20	30	25	15	-10	-40.0
Subtotal Nonpersonal Services (NPS)	709	924	1,053	2,306	1,254	-40.0
Total Proposed Operating Budget	2,300	2,570	2,769	4,055	1,287	46.5

Gross Funds

The proposed budget is \$4,055,031 representing a change of 46.5 percent over the FY 2004 approved budget of \$2,768,504. There are 27 total FTEs for the agency, no change from FY 2004.

General Fund

Local Funds. The proposed budget is \$3,640,031 representing a change of 51.5 percent over the FY 2004 budget of \$2,402,295. There are 25 FTEs for the agency, no change from FY 2004.

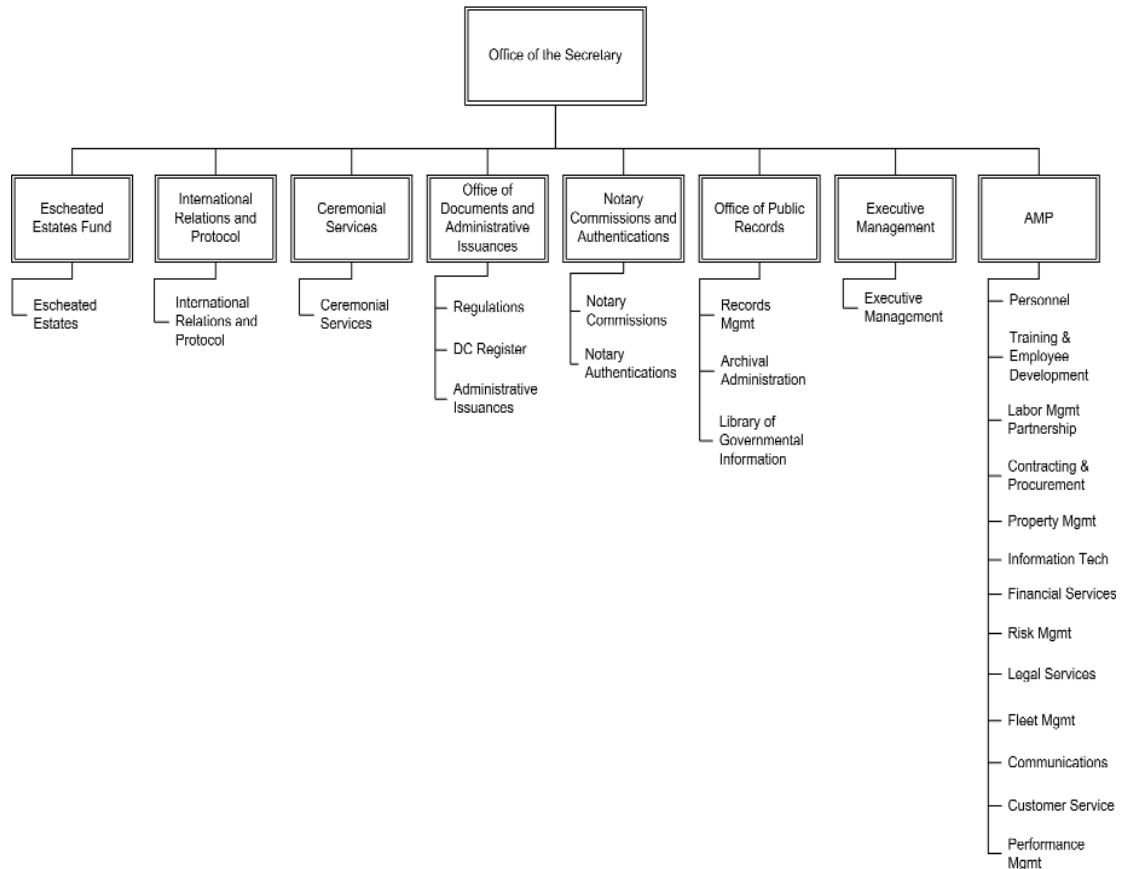
Special Purpose Revenue Funds. The proposed budget is \$415,000, representing a change of 13.3 percent over the FY 2004 approved budget of \$366,209. There are 2 FTEs for the agency, no change from FY 2004.

Expenditure by Program

This funding is budgeted by program and the Office of the Secretary has the following program structure:

Figure BA0-1

Office of the Secretary



Programs

The Office of the Secretary is committed to the following programs:

Escheated Estates Funds

	FY 2004*	FY 2005
Budget	\$49,891	\$49,891
FTEs	1	1

*FY 2004 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2004 for this agency because the agency had not yet created its performance-based budgeting structure.

Program Description

The purpose of the **Escheated Estates Funds** program is to provide grant funding to D.C. based nonprofit organizations so they can provide vital services to poor and needy D.C. residents in a timely manner.

This program has one activity:

- **Escheated Estates** - provides grant funding to D.C. based nonprofit organizations so they can provide vital services to poor and needy D.C. residents in a timely manner.

Key Result Measures

Program 1: Escheated Estates Fund

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Danita Andrews

Supervisor(s): Sherryl Hobbs Newman, Secretary of the District of Columbia

Measure 1.1: Percent of EEF applications processed within 60 days or within statutory timeframes, whichever is shorter

	Fiscal Year	
	2005	2006
Target	50	75
Actual	-	-

International Relations and Protocol

	FY 2004*	FY 2005
Budget	\$97,132	\$26,531
FTEs	1	1

*FY 2004 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2004 for this agency because the agency had not yet created its performance-based budgeting structure.

Program Description

The purpose of the **International Relations and Protocol** program is to provide liaison and outreach services to the diplomatic and international community, the D.C. community as a whole, and the Mayor and District Council so they can bridge relationships and create cultural ties in order to build tourism, the regional economy, community/social health, and overall prominence.

This program has one activity:

- **International Relations and Protocol** - provides liaison and outreach services to the diplomatic and international community, the D.C. community as a whole, and the Mayor and District Council so they can bridge relationships and create cultural ties to build tourism, the regional economy, community/social health, and overall prominence.

Program Budget Summary

Since this agency transitions to a PBB agency in FY 2005, no analysis can be done between the FY 2005 request and the previous budget years

on a program-by-program basis. However, a change within this program increased the overall gross funds budget level. The International Relations and Protocol activity's personal services decreased by \$75,000 due to a program reduction and vacancy savings.

Key Result Measures

Program 2: International Relations and Protocol

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Carlton Terry

Supervisor(s): Sherryl Hobbs Newman, Secretary of the District of Columbia

Measure 2.1: Percent of requests for courtesy visits and meetings responded to

	Fiscal Year	
	2005	2006
Target	100	100
Actual	-	-

Ceremonial Services

	FY 2004*	FY 2005
Budget	\$180,634	\$180,634
FTEs	3	3

*FY 2004 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2004 for this agency because the agency had not yet created its performance-based budgeting structure.

Program Description

The purpose of the **Ceremonial Services** program is to provide ceremonial document services to individuals, businesses, organizations, and Federal and State government agencies across the United States so they can have their activities and events recognized by the Mayor in a timely manner and/or have the Mayor participate in their activity/event.

This program has one activity:

- **Ceremonial Services** - provides ceremonial document services to individuals, businesses, organizations, and Federal and State government agencies across the United States so they can have their activities and events recognized by the Mayor in a timely manner and/or have the Mayor participate in their activity/event.

Key Result Measures

Program 3: Ceremonial Services

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Betty Akers

Supervisor(s): Sherryl Hobbs Newman, Secretary of the District of Columbia

Measure 3.1: Percent of requests for ceremonial documents responded to by request date

	Fiscal Year	
	2005	2006
Target	90	95
Actual	-	-

Office of Documents and Administrative Issuances

	FY 2004	FY 2005
Budget	\$556,368	\$739,277
FTEs	7	7

*FY 2004 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2004 for this agency because the agency had not yet created its performance-based budgeting structure.

Program Description

The purpose of the Office of Documents and Administrative Issuances program is to provide technical, professional and other legal services to the Mayor, D.C. agencies, and the general public so they can give and/ or have official notice of all proposed and adopted legal mandates.

This program has three activities:

- **Regulations** - provides regulations review and compilation services to citizens worldwide so that they can be informed of all legal requirements of the District of Columbia in a format that is accurate, complete, timely and user friendly.
- **D.C. Registry** - provides review and technical assistance services to D.C. executive and independent agencies so they can be in compliance with editorial standards and legal requirements of the District of Columbia's Administrative Procedure Act, implementing regulations and D.C. Documents Act of 1978.
- **Administrative Issuances** - provides professional and technical assistance services to the

Mayor and executive agencies so they can implement major policies and programs and make appointments in a timely manner to foster the activities and operations of the D.C. government.

Program Budget Summary

Since this agency transitions to a PBB agency in FY 2005, no analysis can be done between the FY 2005 request and the previous budget years on a program-by-program basis. However, a change within this program increased the overall gross funds budget level. The D.C. Registry activity's other services increased by \$102 based on special purpose revenue certification from the Office of Research and Analysis.

Key Result Measures

Program 4: Office of Documents and Administrative Issuances

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Arnold Finlayson

Supervisor(s): Sherryl Hobbs Newman, Secretary of the District of Columbia

Measure 4.1: Percent of regulations researched/reviewed/updated/compiled annually

	Fiscal Year	
	2005	2006
Target	33	40
Actual	-	-

Measure 4.2: Percent of rulemaking notices reviewed in time for publication in the D.C. Register

	Fiscal Year	
	2005	2006
Target	100	100
Actual	-	-

Measure 4.3: Percent of Mayor's orders/memoranda drafted and/or reviewed within 24 hours of submission

	Fiscal Year	
	2005	2006
Target	80	85
Actual	-	-

Notary Commissions and Authentications

	FY 2004*	FY 2005
Budget	\$345,336	\$236,966
FTEs	3	3

*FY 2004 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2004 for this agency because the agency had not yet created its performance-based budgeting structure.

Program Description

The purpose of the **Notary Commissions and Authentications** program is to provide commissioning and authentication services to private individuals and businesses so that they can become notary publics in a timely and compliant manner and have their documents authenticated in a user friendly and timely manner.

This program has two activities:

- **Notary Commissions** - provides applications processing and notary licensing services to individuals and businesses so they can become D.C. notaries public in a timely and compliant manner.
- **Notary Authentications** - provides country of origin and notary signature verification and district seal services to individuals and businesses so they can have their documents authenticated in a user friendly and timely manner.

Key Result Measures

Program 5: Notary Commissions and Authentications

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Rosslyn Brown

Supervisor(s): Sherryl Hobbs Newman, Secretary of the District of Columbia

Measure 5.1: Percent of notary applications processed within 60 days

	Fiscal Year	
	2005	2006
Target	75	78
Actual	-	-

Measure 5.2: Percent of documents authenticated within the same business day

	Fiscal Year	
	2005	2006
Target	80	82
Actual	-	-

Office of Public Records

	FY 2004*	FY 2005
Budget	\$679,216	\$614,086
FTEs	5	5

*FY 2004 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2004 for this agency because the agency had not yet created its performance-based budgeting structure.

Program Description

The purpose of the **Office of Public Records (OPR)** program is to provide archives and records management services to D.C. government agencies and the public so they can gain access to records in the custody of the OPR to conduct the business of the government and the public.

This program has three activities:

- **Records Management** - provides temporary records management services to D.C. government agencies and the public so that they can have timely access to temporary records stored in the D.C. record center.
- **Archival Administration** - provides historical records management services to D.C. government agencies and the public so they can have timely access to historical records stored in the D.C. archives.
- **Library of Governmental Information** - provides publication management services to D.C. government agencies and the public so they can have timely access to publications stored in the D.C. Records Center.

Program Budget Summary

Since this agency transitions to a PBB agency in FY 2005, no analysis can be done between the FY 2005 request and the previous budget years on a program-by-program basis. However, a change within this program increased the overall gross funds budget level. The Library of Governmental Information activity's contractual services decreased by \$14,600 due to a reduction in public records storage.

Key Result Measures

Program 6: Office of Public Records

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Clarence Davis

Supervisor(s): Sherryl Hobbs Newman, Secretary of the District of Columbia

Measure 6.1: Percent of new temporary records available for access to DC government agencies and the public at the Records Center within 10 working days after receipt

	Fiscal Year	
	2005	2006
Target	35	40
Actual	-	-

Measure 6.2: Percent of new historical records available for access to DC government agencies and the public at the Archival Center within 10 working days after receipt

	Fiscal Year	
	2005	2006
Target	35	40
Actual	-	-

Measure 6.3: Percent of agency record retention schedules reviewed/approved

	Fiscal Year	
	2005	2006
Target	35	40
Actual	-	-

Measure 6.4: Percent of new publications entered into the database management system and onto the website within 10 days after receipt

	Fiscal Year	
	2005	2006
Target	35	40
Actual	-	-

Executive Management

	FY 2004*	FY 2005
Budget	\$495,810	\$1,843,530
FTEs	3	3

*FY 2004 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2004 for this agency because the agency had not yet created its performance-based budgeting structure.

Program Description

The purpose of the Executive Management program is to provide oversight services for select commissions, legal appeals services, and

official signatory services for the Mayor, the residents of D.C. and government employees so that they can foster good will, exercise their legal rights, and have legal authority for documents.

This program has one activity:

- **Executive Management** - provides oversight services for select commissions, legal appeal services, and official signatory services for District documents to the Mayor, D.C. residents, and District government employees so that they can foster good will, exercise their legal rights, and have legal authority for documents.

Program Budget Summary

Since this agency transitions to a PBB agency in FY 2005, no analysis can be done between the FY 2005 request and the previous budget years on a program-by-program basis. However, changes within this program increased the overall gross funds budget level. The Executive Management activity's fixed costs had a net increase of \$1,336,468 based on estimates from the Office of Property Management. The agency is scheduled to be relocated from Naylor Court to a new, leased facility. In addition, this activity's other services and charges decreased by \$42,000 due to a reduction in outreach programs. In addition, this activity's Other Services and Charges decreased by \$42,000, due to a reduction in outreach programs.

Key Result Measures

Program 7: Executive Management

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Sherryl Hobbs Newman, Secretary of the District of Columbia

Supervisor(s): Sherryl Hobbs Newman, Secretary of the District of Columbia

Measure 7.1: Percent of legal appeals (FOIA) rendered within statutory response times

	Fiscal Year	
	2005	2006
Target	25	30
Actual	-	-

Agency Management

	FY 2004*	FY 2005
Budget	\$364,117	\$364,116
FTEs	4	4

*FY 2004 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2004 for this agency because the agency had not yet created its performance-based budgeting structure.

Program Description

The **Agency Management** program provides operational support to the agency so that they have the necessary tools to achieve operational and programmatic results. This program is standard for all Performance-Based Budgeting agencies. More information about the Agency Management program can be found in the Strategic Budgeting chapter.

Key Result Measures

Program 8: Agency Management

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Sherryl Hobbs Newman, Secretary of the District of Columbia

Supervisor(s): Sherryl Hobbs Newman, Secretary of the District of Columbia

Measure 8.1: Dollars saved by agency-based labor management partnership projects

	Fiscal Year	
	2005	2006
Target	-	-
Actual	-	-

Note: Although agencies established their initial labor-management partnership projects in FY 2003, very few had cost savings as objectives. Agencies will continue ongoing projects and/or establish new projects by the third quarter of FY 2004. Cost savings will be tracked for this measure for those projects that have cost savings as a key objective.

Measure 8.2: Percent variance of estimate to actual expenditure

	Fiscal Year	
	2005	2006
Target	-	-
Actual	-	-

Measure 8.3: Cost of Risk

	Fiscal Year	
	2005	2006
Target	-	-
Actual	-	-

Note: This measure replaces "Percent reduction of employee lost work-day injury cases." Cost of Risk will be a comprehensive measure of a wide range of risks confronting each agency, including but not limited to safety issues, financial risks, and potential litigation. Agencies will establish a baseline in FY 2004 (FY 2005 for PBB III agencies) and will seek to achieve reductions in the Cost-of-Risk in subsequent years. Lost workdays due to injuries will be one of many components of the Cost-of-Risk formula (1/9/04).

Measure 8.4: Rating of 4-5 on all four telephone service quality criteria: 1) Courtesy, 2) Knowledge, 3) Etiquette and 4) Overall Impression

	Fiscal Year	
	2005	2006
Target	-	-
Actual	-	-

Note: Targets will be established for agencies that will be added to the Mayor's Telephone Service Quality Standards tester pool prior to the submission of the District's budget to Congress in June 2004.

Measure 8.5: Percent of Key Result Measures Achieved

	Fiscal Year	
	2005	2006
Target	-	-
Actual	-	-

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2005 Operating Appendices volume.

